

Subject: RE: CCA Flex Spending - Discovery Benefits Invoicing
From: Lena Mulhall <lmulhall@ccala.org>
Date: 06/02/2017 11:46 AM
To: Joan Noble <jnoble@downtownla.com>

Hi Joan,

I don't have anything regarding access. Can you please resend.

TY

From: Joan Noble [<mailto:jnoble@downtownla.com>]
Sent: Thursday, June 01, 2017 8:58 AM
To: Marcus Lieber <Marcus.Lieber@armaninoLLP.com>
Cc: Lena Mulhall <lmulhall@ccala.org>
Subject: RE: CCA Flex Spending - Discovery Benefits Invoicing

Hi Marcus,

I apologize. I think I was supposed to send you the check request but did not get the chance to. What I have been doing for DCBID before I had access was I would refer to the ADP payroll report, manually create the check request and send two payments every month (a week after a payroll cycle). What I can do for you today is I can make the check request for CCA for the missing payroll cycles with the documentation and we can discuss. However, Lena should be able to have access with the invoices because I signed her up last month.

Lena- Did you receive an email from Discovery Benefits? If you did not, please let me know so I can contact them.

Thanks,

Joan

From: Marcus Lieber [<mailto:Marcus.Lieber@armaninoLLP.com>]
Sent: Wednesday, May 31, 2017 7:05 PM
To: Joan Noble <jnoble@downtownla.com>; Lena Mulhall <lmulhall@ccala.org>
Subject: CCA Flex Spending - Discovery Benefits Invoicing

Hi Joan & Lena,

We have not seen any invoices to Discovery Benefits since the 3.15.17 payroll. Are they to be created in-house or should we be handling this on our end?

Thank you,

Marcus Lieber

Supervising Senior
Business Management

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